



## PERSONAL DETAILS

**Date of Birth**  
21st October, 1989

**Nationality**  
Indian

**Marital Status**  
Single

**Address**  
Dubai Internet City

**Passport Number**  
B9614817

## EDUCATION

- Diploma in Computer Application (CA)**  
ComTech Institute Ponda-Goa  
2012 - 2013
- Higher Secondary Education**  
**G,V M's - Ponda Goa**  
Goa Board in 2008 with  
Second Class
- S.S.C**  
Goa Board in 2006 with  
Second Class

## LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Marathi (Fluent)
- Konkani (Fluent)

# SHANTESH GAUNS

Highly motivated and dedicated professional seeking an opportunity to kick start a successful career. With a strong academic background and excellent customer service skills, I aim to contribute my knowledge, enthusiasm, and drive to add value to an organization and grow both professionally and personally.

## CONTACT

☎ **+971 56 311 7289**  
✉ **shangauns99@gmail.com**

## WORK EXPERIENCE

### Timeless Production FZ LLC - Production City, Dubai Marketing Assistant

May 2024 to December 2024

- Conducting research to identify customer needs, trends, and competitors. Analyzing data to understand market conditions and support strategy development.
- Assisting in the creation of marketing materials such as blogs, social media posts, newsletters, and promotional content.
- Tracking and reporting on campaign performance, website traffic, and customer engagement metrics to evaluate the success of marketing efforts.
- Monitored and reported on campaign performance, website traffic, and customer engagement metrics.

### Counto Automobiles Pvt. Ltd (HYUNDAI) - Goa, India Team Leader

MAY 2018 to February 2024

- Led and motivated a team to achieve sales targets and deliver excellent customer service.
- Managed day-to-day operations and ensured compliance with company policies.
- Conducted training sessions to enhance team performance and improve customer satisfaction.

### Aryaman Sai (MARUTI SUZUKI) - Goa, India Senior Sales Executive

October 2013 to May 2018

- Consistently exceeded sales targets and earned recognition for exceptional customer service.
- Developed and maintained strong relationships with customers, ensuring repeat business.
- Coordinated with other departments to deliver seamless customer experiences.

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## WORK EXPERIENCE

### ● Nestle India Limited - Goa, India Warehouse Supervisor

February 2012 to August 2013

- Supervised warehouse operations, including inventory management and dispatch.
- Ensured compliance with safety and quality standards.
- Maintained accurate records and optimized warehouse processes.

### ● Milestone Minerals - Goa, India Mine Site Supervisor / Account Assistant

January 2010 to January 2012

- Monitored daily operations at the mine site and ensured adherence to safety protocols.
- Assisted in maintaining accounts and financial documentation.

### ● Creative Engineers - Goa, India Computer Operator

April 2008 to December 2009

- Managed data entry, document preparation, and administrative tasks.
- Supported the team with technical troubleshooting and computer system management.

## SKILLS

- ✓ Team Work
- ✓ Problem Solving
- ✓ Customer Service
- ✓ Attention to detail
- ✓ Adaptability and Flexibility
- ✓ Multitasking & Time Management